

SHARP®

LASER PRINTER

Operation Manual (for network scanner)

Be sure to become thoroughly familiar with this manual to gain the maximum benefit from the product.

Before installing this product, be sure to read the installation requirements and cautions sections of the "Operation manual for printer operation and general information".

Be sure to keep all operation manuals handy for reference including this manual, the "Operation manual for printer operation and general information" and operation manuals for any optional equipment which has been installed.

INTRODUCTION

The optional Network Scanner Expansion Kit (AR-NS2) enables the machine to be used as a network scanner. Page 2 of the manual that accompanies the Network Scanner Expansion Kit (AR-NS2) contains an overview of the network scanner functions, general considerations, and an explanation of image sending methods. Please read the manual that accompanies the AR-NS2 before you read this manual. Both manuals explain only the network scanner functions of the product. For information on loading paper, replacing toner cartridges, clearing paper misfeeds, handling peripheral units, and other printer-related information, please refer to your "Operation manual (for printer operation and general information)".

Additional manuals have been provided for copy and facsimile features. Please refer to these as necessary.

To enable the network scanner function of this machine, a product key (password) must be entered using a key operator program. This is only required once. Use the "Product Key Entry for Network Scanner Expansion Kit" program to enter the product key. If you do not know your product key, please ask your dealer. (For information on using key operator programs, refer to KEY OPERATOR'S GUIDE.)

NOTES

- Before using the network scanner feature, several settings must be established from the Web page. These settings are explained from page 2 on. The settings must be established by the network administrator. Such settings must be effected by the system administrator who has the special network related backgrounds.
- This manual assumes that several options have been installed.

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SETTINGS AND PROGRAMMING REQUIRED FOR THE NETWORK SCANNER FEATURE

To use the Network Scanner feature, settings for the E-mail server, DNS server, and destination addresses must be established. To establish the settings, use a computer that is connected to the same network as the machine to access the machine's Web page. The Web page can be displayed with your Web browser (Internet Explorer 4.0 or later, or Netscape Navigator 4.0 or later). To access the Web page, refer to page 2-6 of "Operation manual (for printer operation and general information)".

ABOUT THE WEB PAGE

When you access the Web page in the machine, the following page will appear in your browser.

A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to establish settings for that item.

For overviews of each of the menu items, refer to pages 2-7 to 2-8 of "Operation manual (for printer operation and general information)".

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.



Web Page

SETTING PASSWORDS

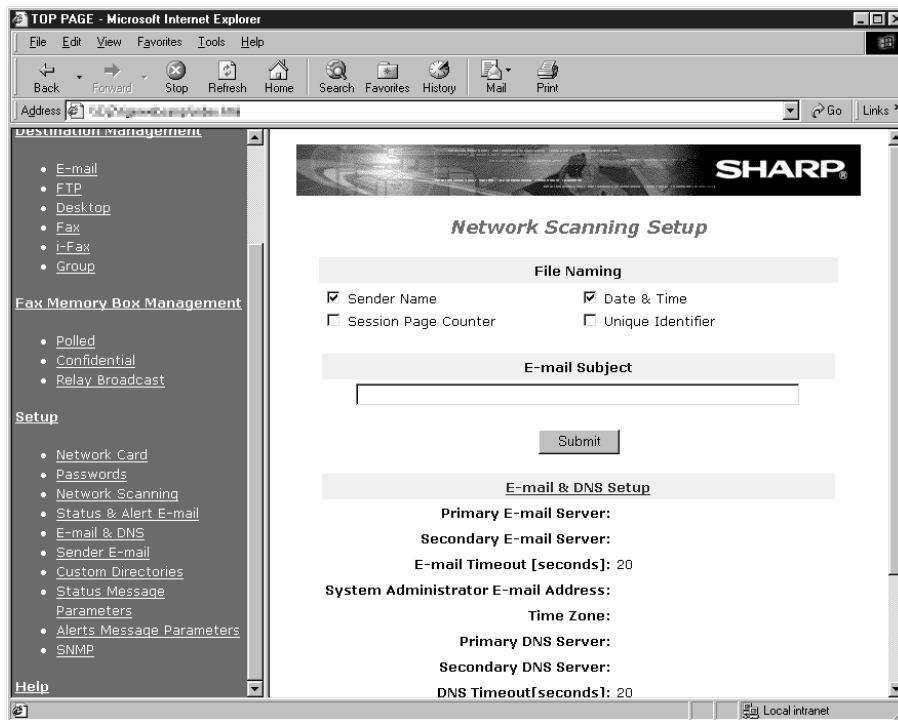
Passwords can be set to restrict Web page access and protect settings.

Note that it is not necessary to set passwords; the network scanner functionality can also be used without passwords. A password can be set for the administrator and passwords can be set for each user. If you use a user password to access the Web page, you will be able to establish, edit, and delete destinations in the Scanner Destination Management menu; however, you will not be able to establish settings in the Setup menu.

The passwords for "User" and "admin" are both initially set to "Sharp". If you wish to change the passwords when first establishing the settings, enter "Sharp" in "Old Admin Password" before you establish the settings. A password must consist of alphanumeric characters and be no more than seven characters long. Passwords are case sensitive. After entering a password, click "Submit" to set it. After setting the password, turn the machine power off and then back on. When a password is set, you will be prompted for the password when you attempt to access a Web page with protected settings. For the "User name", enter "user" if you are accessing the page as a user, or "admin" if you are accessing the page as an administrator. For detailed information on setting passwords, refer to "Help".

BASIC SETTINGS FOR NETWORK SCANNING

Click "Network Scanning" in the menu frame, and then establish the required settings. These settings should only be established by the network administrator. After entering the settings, be sure to click "Submit" to store them. For detailed information on setting procedures, refer to "Help".



Network Scanning Setting screen

■ Select the method for assigning a file name to a scanned image

Select the method for assigning a file name to a scanned image. In "File Naming", click the items that you wish to use in the file name. "Sender Name" and "Date & Time" are initially selected. If you are going to send images to the same recipient more than once, we recommend that you also select "Session Page Counter" or "Unique Identifier" to prevent sending multiple files with the same name, which would result in each successive file overwriting the previous file.

■ Selecting an e-mail subject (only used for Scan to E-mail)

Enter a subject when using Scan to E-mail. Only one subject can be entered. If nothing is entered, "Scanned image from <Device Name>" will appear.

*The name that appears in <Device Name> is the name stored in "Name" in the screen that appears when you click "Status & Alert E-mail" in the menu frame. If a name has not been stored, the product name will appear.

■ E-mail Server and DNS Server Settings

E-mail sent by Scan to E-mail or Scan to FTP (Hyperlink) uses SMTP. To use either of these transmission methods, you must first click "E-mail & DNS Setup" in the Network Scanning page and then enter the required information in the settings under "E-mail Setup". (This page can also be displayed by clicking "E-mail & DNS" in the Web page menu.) If you entered a host name in "Primary E-mail Server" or "Secondary E-mail Server" under "E-mail Setup", you will need to enter the settings for the DNS server under "DNS Setup".

If you entered a host name in "Hostname or IP Address" when storing a destination for Scan to FTP (Scan to FTP (Hyperlink)) or Scan to Desktop, you will also need to enter the settings for the DNS server under "DNS Setup".

SETTING UP DESTINATION INFORMATION

To store the name and address of a destination in an auto dial key, click "Destination Management" or one of the transmission methods in the Web page menu frame. "Destination Management" can also be used to edit or clear stored destinations.

A total of 500 destinations can be stored, including E-mail, FTP, Desktop, Internet-Fax, and Group destinations. Among these, a combined total of 100 Scan to FTP and Desktop destinations can be stored.

The stored destinations appear as one-touch keys in the touch panel of the machine when you send an image, allowing you to select the destination.

For detailed information on setting up, editing, and deleting destinations, refer to "Help".

■ Storing destinations for Scan to E-mail and Internet-Fax

Scan to E-mail and Internet-Fax destinations can also be stored, edited, and cleared from the touch panel of the machine. (Pages 17 - 19)

To perform Scan to E-mail, the e-mail server settings must first be established. (Refer to page 3.)

■ Storing destinations for Scan to FTP

If you select the "Enable Hyperlink to FTP server to be e-mailed" checkbox, you can send an e-mail message to a "Sender" selected from "E-mail Destination" (stored in "Sender E-mail" in the Web page menu (page 5)), to notify that person of the location of the scanned image data and its file format. (Scan to FTP (Hyperlink))

The e-mail includes a link to the location of the scanned image data, and if the FTP server does not require a user name or password (anonymous server), the recipient can display the image by simply clicking on the address.

If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. Click "E-mail & DNS" and enter the settings under "DNS Setup". To perform Scan to FTP (Hyperlink), you must also enter the settings under "E-mail Setup" for the e-mail server. (Refer to page 3.)

■ Storing destinations for Scan to Desktop

Scan to Desktop can only be used if Network Scanner Tool is installed in your computer (Network Scanner Tool is included on the CD-ROM that accompanies the AR-NS2 Network Scanner Expansion Kit).

You can store a Scan to Desktop destination in the Web page, or in Network Scanner Tool. We recommend that you normally use Network Scanner Tool, which automatically establishes settings. The Web page is primarily used when the same settings are to be established in multiple laser printers, or when the network administrator performs maintenance. If the information set here differs from the information set in the host computer, transmission and reception will not take place normally. For details, refer to "User's Guide"* for Network Scanner Tool in the CD-ROM that accompanies the Network Scanner Expansion Kit (AR-NS2).

If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. (Refer to page 3.)

*To view "User's Guide", Adobe Acrobat Reader 4.05 or later is necessary. If this is not installed on your computer, you can install it from the CD-ROM that accompanies the Network Scanner Expansion Kit (AR-NS2). For details, refer to the operation manual for the Network Scanner Expansion Kit (AR-NS2).

■ Storing Groups

If you are using Scan to E-mail or Internet-Fax, a scanned image can be sent to multiple destinations in a single operation. To use this function, you must first store the destinations in a group. Click "Group" and then select the Scan to E-mail or Internet Fax destinations that you wish to store in the group. Up to 300 destinations can be stored in one group. Only destinations for E-mail or Internet-Fax can be stored in a group. Note that multiple destinations cannot be entered manually when sending an image.

■ Items common to all transmission methods when storing destinations

• Full Name, Display Name

Only alphabetical characters and symbols can be used to enter names in "Full Name" and "Display Name". For the maximum number of characters that can be entered, click "Help" in the menu frame. "Display Name" is the one-touch key name that is displayed in the touch panel of the machine. If a display name is not stored, the first 18 characters of the name stored in "Full Name" are automatically used as the display name.

• Initial, Custom Directory

Stored destinations are arranged on "indexes" when displayed in the touch panel of the machine. There are two types of indexes: the ABC index and group indexes. The ABC index arranges destinations based on the letter entered in "Initial", which is normally the first letter of the name entered in "Full Name". If a destination is frequently used, it is convenient to select the "Frequently Used" checkbox to include the destination in the alphabetical "FREQUENT USE" index. Group indexes ("Custom Directories") allow you to create and name indexes (see the following page) of destinations for specific purposes.

• File Format

When you store a destination, you can also select the compression mode and the format of the image file that is created when you scan an original for transmission. You can select TIFF-F, TIFF, or PDF for the file type, and MH (G3), MMR (G4), or "Uncompressed" for the compression mode. An initial setting has been made for the file type and compression mode, so you only need to make a selection if the initial settings are not satisfactory. For an explanation of the initial settings of each of the transmission methods, click "Help" in the menu frame.

NOTE

Internet-Fax only has one file format, TIFF-F, and thus there is no selection. MH (G3) or MMR (G4) can be selected for the compression mode.

STORING SENDER INFORMATION

To store the sender information (Sender Name, E-mail Address) that is displayed when the recipient receives your e-mail, click "Sender E-mail" in the menu frame and then click "Add". Information for up to 20 different senders can be stored. Select a sender from the stored senders using the touch panel of the machine when you send an image (page 8). The selected sender appears in the sender column of the recipient's e-mail software program.

NOTE

If you do not select a sender when sending an image, the default sender information stored with the key operator program is automatically sent. (Page 27)

STORING A CUSTOM DIRECTORY

Auto dial keys (one-touch keys and group keys) are normally stored in the ABC index. However, you can also use the group indexes (custom directory) to group destinations for more convenient use. Six indexes are available, and a name up to 6 characters long can be assigned to each index.

Click "Custom Directory" in the menu frame of the Web page, and then enter the desired name in the screen that appears. "User-*" is initially entered for the name of each index. Clear this and then enter the new name.

The procedure for storing auto dial numbers in a group index is explained on page 4, and the procedure for switching between the ABC index and the group indexes is explained on page 7.

NOTE

You can also store indexes in the Custom Directory from the touch panel of the machine.

CONDITION SETTING SCREEN OF SCANNER MODE

The condition setting screen of scanner mode is displayed by pressing the IMAGE SEND key (refer to page 4 of "Operation manual (for copier)") while the print mode, copy mode, or job status screen appears in the touch panel. In the explanations that follow, it is assumed that the initial screen that appears after pressing the IMAGE SEND key is the condition setting screen (shown below). If you have set the display to show the address directory (following page) when the IMAGE SEND key is pressed, touch the CONDITION SETTINGS key in the address directory to display the condition setting screen.

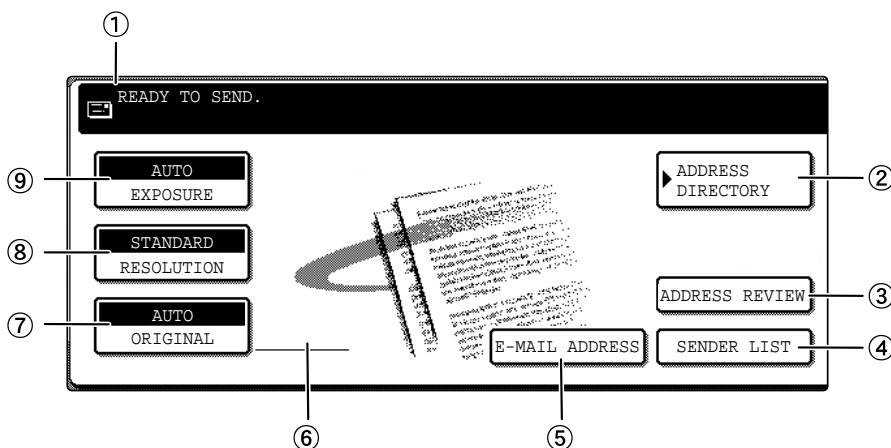
The key operator program can be used to set the display to show either the condition setting screen (shown below) or the address directory screen (following page) when the IMAGE SEND key is pressed (refer to page 26).

NOTE


For information on the parts of the unit and the operation panel that are used for network scanning, refer to pages 3-4 of "Operation manual (for copier)". For parts that are used for both network scanning and printing, refer to chapter 1 of "Operation manual (for printer operation and general information)".

■ Condition setting screen

The display is initially set (factory setting) to show the following condition setting screen as the initial screen.



① Message display

Messages appear here to indicate the current status of the machine. When the machine is ready to send, an icon  appears to the left.

② ADDRESS DIRECTORY key (page 9)

This displays the Address Directory screen (next page). Touch this key when you want to use an auto-dial number (one-touch dialing or group dialing).

③ ADDRESS REVIEW key (page 10)

When performing Scan to E-mail or Internet-Fax broadcast transmission, touch this key to check your selected destinations. Your selected destinations will appear as a list, and the list can be edited.

④ SENDER LIST key (page 8)

Touch this key to select the sender when sending an image.

⑤ E-MAIL ADDRESS key (page 10)

When performing Scan to E-mail or Internet-Fax transmission, touch this key if you wish to enter the e-mail address of the recipient manually instead of using an auto dial key.

⑥ Two-sided scanning and verification stamp icon display (pages 11-12)

Icons appear here when you touch the ORIGINAL key and select two-sided scanning and/or the verification stamp function (when the optional verification stamp unit is installed). The icons can be touched to open function selection screens.

⑦ ORIGINAL key (pages 11-13)

Touch this key when you wish to manually set the size of the original to be scanned, scan both sides of the original, or use the verification stamp option.

⑧ RESOLUTION key (page 14)

Touch this key to change the resolution setting for the original to be scanned. The selected resolution setting will be highlighted above the key. The initial factory setting is STANDARD.

⑨ EXPOSURE key* (page 15)

Touch this key to change the exposure setting for the original to be scanned. The selected exposure setting will be highlighted above the key. The initial factory setting is AUTO.

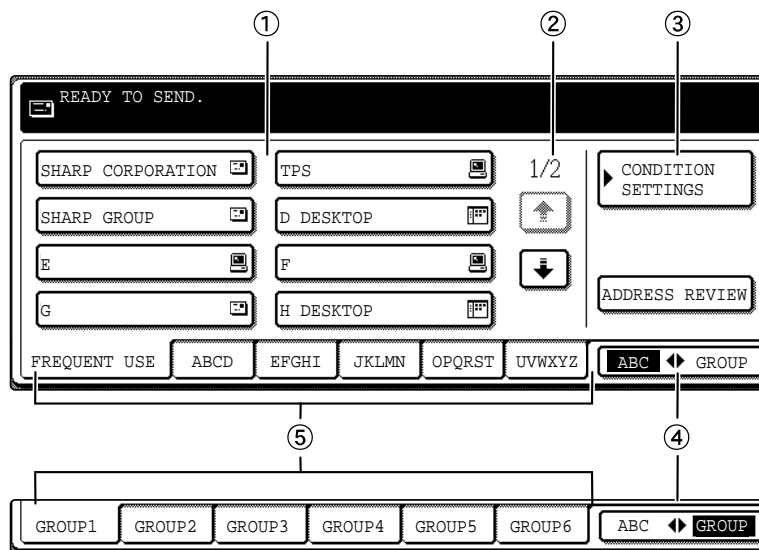
* If the Fax Expansion Kit (AR-FX5) is installed, "SPECIAL MODES" appears instead of "EXPOSURE".

■ Address directory screen (alphabetically ordered)

If you have set the initial screen to the address directory screen using the key operator program, the initial screen will appear as follows.

Destinations stored using the Web page are grouped in indexes (⑤) according to the letter entered in "Initial" for each destination, and the name entered in "Display Name" is displayed in the one-touch key (①).

E-mail Destination Management page



① One-touch key display

This shows the one-touch keys that have been stored on the selected "index card". The key type is indicated by the icon at the right.

- : Scan to E-mail, Internet-Fax
- : Scan to FTP
- : Scan to Desktop

The display is initially set to show 8 keys. This can be changed to 6 or 12 using the key operator program. (Refer to page 26.)

② Display switching keys

In cases where the one-touch keys cannot all be displayed on one screen, this shows how many screens are left. Touch the "" "" keys to move through the screens.

③ CONDITION SETTINGS key

This displays the condition setting screen (previous page), which is used to set various conditions.

④ ABC <-> GROUP key

Touch this key to switch between the alphabetical index and the group index.

⑤ Index keys

One-touch key destinations are stored on each of these index cards (alphabetical index or group index). Touch an index key to display the card. Group indexes make it possible to store one-touch keys by group with an assigned name for easy reference. This is done with the custom settings (refer to page 5). Frequently used one-touch key destinations can be stored on the FREQUENT USE card for convenient access.

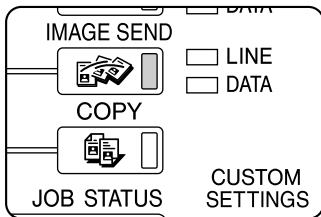
NOTE

The screen showed above is the alphabetical address directory. If desired, the initial screen can be set to the group address directory (refer to page 26).

SENDING AN IMAGE

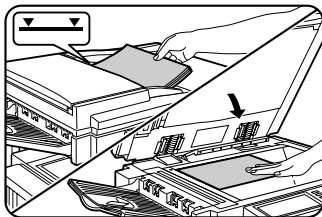
BASIC TRANSMISSION METHOD

1 Make sure the machine is in scanner mode.



When the IMAGE SEND key light is on, the machine is in scanner mode. If the light is not on, press the IMAGE SEND key.

2 Load the original.

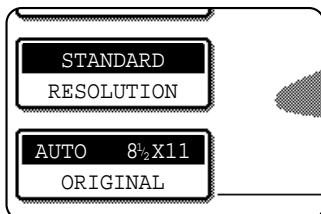


For detailed information on loading an original, refer to pages 7 and 8 of "Operation manual (for copier)".

NOTE

You cannot load documents in both the auto document feeder and on the document glass and send them in a single transmission. If documents are loaded in both the auto document feeder and on the document glass, only the document in the auto document feeder will be scanned and transmitted.

3 Check the original size.



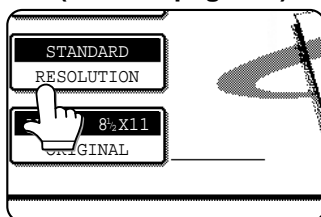
The original size is automatically detected. If you loaded a non-standard size document or wish to change the scanning size, touch the ORIGINAL key and set the document size. (Refer to page 13.)

NOTE

To scan a two-sided original or use the verification stamp function (if the optional verification stamp unit is installed), refer to pages 11 and 12.

4 If needed, adjust the resolution setting.

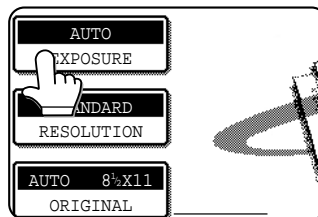
(Refer to page 14.)



The initial factory setting is STANDARD.

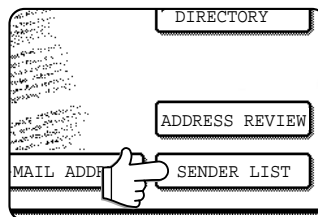
5 If needed, adjust the exposure setting.

(Refer to page 15.)



The initial factory setting is AUTO.

6 Touch the SENDER LIST key.

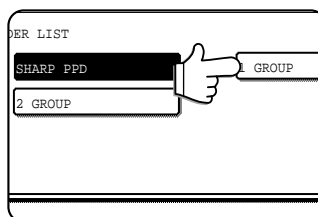


This step is not necessary for Scan to FTP or Scan to Desktop. Go directly to step 9 (next page).

NOTES

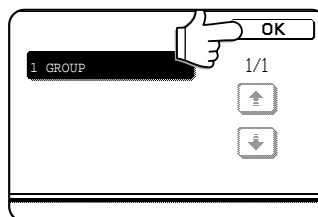
- You can omit selection of a sender (go directly to step 11). In this case, the default sender information stored with the key operator program is automatically transmitted. (Page 27)
- Up to 20 senders can be stored using the Web page. (Page 5)

7 Touch a key to select a sender.

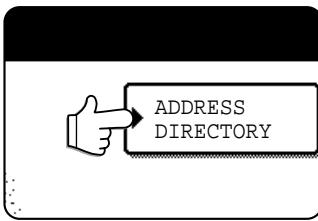


The touched key is highlighted. If you made a mistake, touch the correct key. The highlighting will move to the new key. The selected sender will be the sender of the e-mail.

8 Touch the OK key.

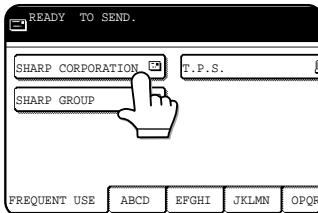


9 Touch the ADDRESS DIRECTORY key.



The address directory screen appears.

10 Touch the one-touch key for the desired destination.



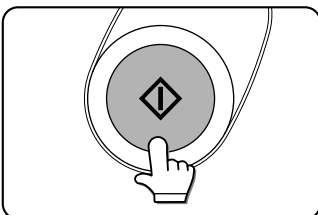
Refer to page 7 for information on using the address directory screen. The key you touched is highlighted. If you touch the wrong key, touch the key again to cancel the selection. The key display will return to normal.

NOTES

- Refer to pages 4 and 5 for information on programming one-touch key destinations.
- You can also manually enter the address of a Scan to E-mail destination, or select multiple destinations for a broadcast transmission. (Next page)

Using the auto document feeder

11 Press the START key.



Scanning begins and the transmission job is stored. (The job is transmitted after previously stored transmission jobs have been completed.)

If scanning is completed normally, the machine makes a beep sound to inform you that the transmission job is stored and JOB STORED appears in the message display.

NOTES

• Canceling transmission

To cancel transmission while SCANNING ORIGINAL... appears in the display or before the READ-END key is pressed, press the C key or the CA key. To cancel a transmission job that is already stored, press the JOB STATUS key and cancel the job as explained on page 16.

• Important points when using Scan to E-mail

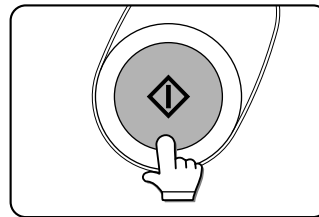
Be very careful not to send image data files that are too large. Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment. If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down.

In cases where you need to send multiple documents, try such measures as lowering the resolution or image quality mode.

- If the power is turned off or a power failure occurs while a document is being scanned in the auto document feeder, the machine will stop and a document misfeed will occur. After power is restored, remove the document as explained on page 29 of "Operation manual (for copier)".

Using the document glass

11 Press the START key.

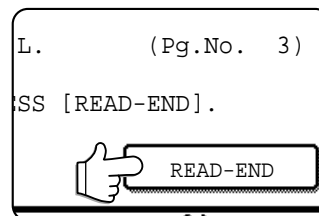


The original is scanned and the READ-END key appears.

12 If you have another page to scan, change pages and then press the START key.

Repeat this sequence until all pages have been scanned. You can change the resolution and exposure settings as needed for each page (refer to pages 14 and 15). If no action is taken for one minute, scanning automatically ends and the transmission job is stored.

13 After the final page is scanned, touch the READ-END key.



The machine makes a beep sound to inform you that the transmission job is stored and JOB STORED appears in the message display. (The destination is automatically called and the document transmitted after previously stored jobs are completed.)

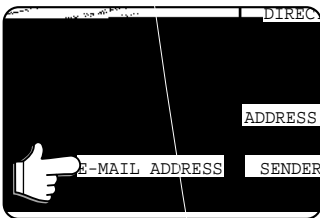
Open the document glass cover and remove the document.

TRANSMISSION METHODS FOR SCAN TO E-MAIL (MANUAL ENTRY, BROADCAST TRANSMISSION)

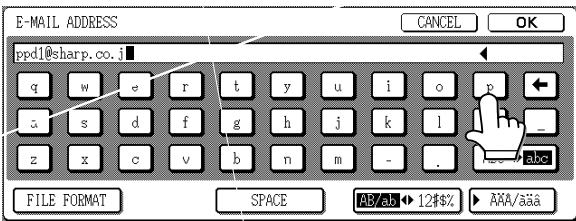
It is possible to manually enter the address of a Scan to E-mail destination, or select multiple destinations for a broadcast transmission. (These procedures are not possible when performing an Internet-Fax transmission.) First use the procedure in "Basic transmission method" on pages 8 to 9.

1 Perform steps 1 through 8 of "Basic transmission method" (pages 8 to 9).

2 Touch the E-MAIL ADDRESS key.

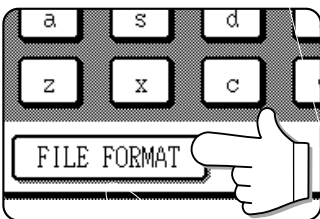


3 Enter the e-mail address.



If you make a mistake, press the key to move the cursor (■) back to the mistake and then enter the correct character.

4 Touch the FILE FORMAT key.

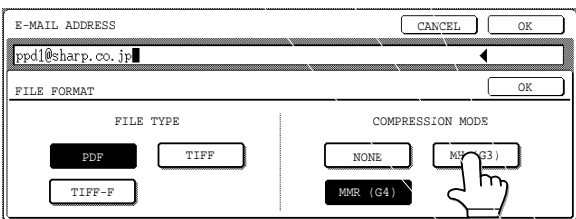


The file format is initially set to "File type: PDF, Compression mode: MMR (G4)". If you do not need to change the file format, go directly to step 6.

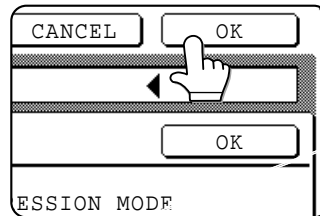
NOTE

The initial file format setting can be changed with the key operator program. (Page 27)

5 Select the file type and the compression mode.



6 Touch the outer OK key.



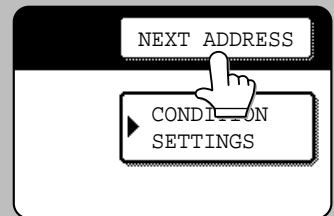
You will return to the initial screen.

If you are not performing a broadcast transmission, go directly to step 9.

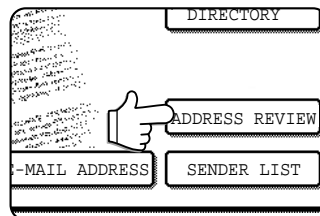
7 If you wish to enter another e-mail address, repeat steps 2 through 6.

NOTES

- If the key operator program has been set so that the NEXT ADDRESS key must always be pressed (page 26) and you wish to enter another address, press the NEXT ADDRESS key and then repeat steps 2 through 6.
- If you frequently use broadcasting to send documents to the same group of destinations, it is convenient to program those destinations into a group key. (Page 4)



8 Touch the ADDRESS REVIEW key and check the destinations.



When the ADDRESS REVIEW key is pressed, only the entered destinations are displayed. If you need to clear a destination, press its key. Press the OK key to return to the initial screen.

9 Continue from step 11 of "Basic transmission method" (pages 8 to 9).

NOTES

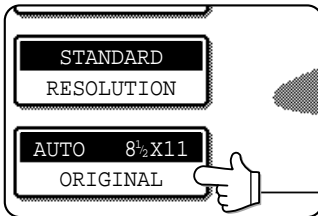
- To cancel a broadcast transmission when selecting destinations, press the CA key.
- When you perform a broadcast transmission, the compression mode set with the key operator program is used as the file compression mode for all destinations. This is initially set to "MH (G3)". If desired, you can change the setting to "MMR (G4)". (Page 27)

SCANNING AND TRANSMITTING A TWO-SIDED ORIGINAL

A two-sided original can be automatically scanned and transmitted using the auto document feeder. Follow the steps below.

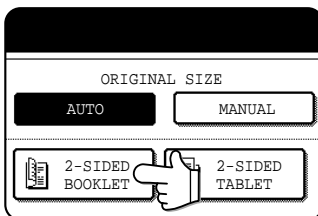
1 Make sure the machine is in scanner mode and then load the document in the auto document feeder.

2 Touch the ORIGINAL key.



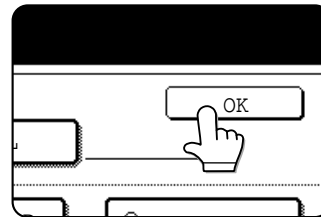
When you touch the ORIGINAL key, check the original size displayed in the key.

3 Touch the 2-SIDED BOOKLET key or the 2-SIDED TABLET key as appropriate for the original you loaded.



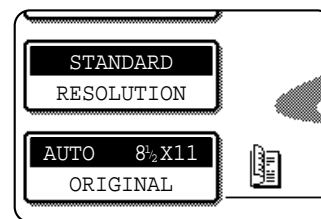
If necessary, touch the MANUAL key and set the original size. (Page 13)

4 Touch the OK key.



You will return to the initial screen.

A two-sided original icon appears next to the ORIGINAL key. (Example: The icon that appears when the 2-SIDED BOOKLET key is touched.)



5 Continue from step 4 of "Basic transmission method" (pages 8 to 9).

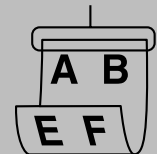
NOTES

- Booklets and tablets
 - Two-sided originals that are bound at the side are booklets, and two-sided originals that are bound at the top are tablets.
- Two-sided scanning turns off after the document is stored in memory. Pressing the CA key will also cancel two-sided scanning.

Booklet



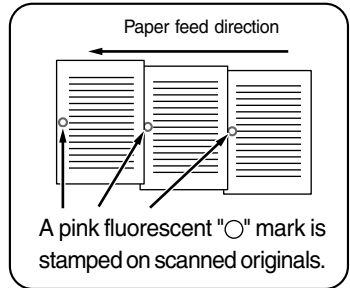
Tablet



STAMPING SCANNED ORIGINALS (VERIFICATION STAMP FUNCTION)

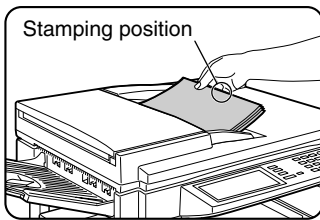
If the optional verification stamp unit has been installed on the scanner unit, you can have a pink fluorescent "O" mark stamped on the edge of each original that is scanned using the auto document feeder.

This feature does not operate for originals scanned on the document glass.

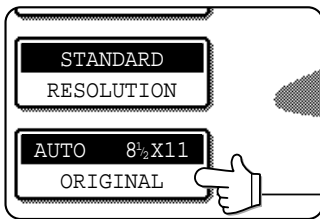


NOTE
When both sides of an original are scanned, only the front side of the original is stamped.

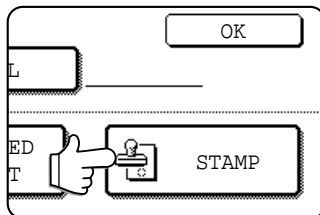
1 In scanner mode, load the original and set any needed scanning conditions such as the original size, resolution, and exposure.



2 Touch the ORIGINAL key.

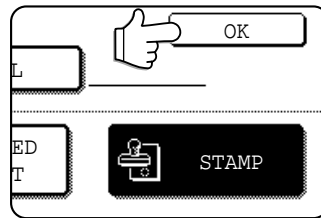


3 Touch the STAMP key.



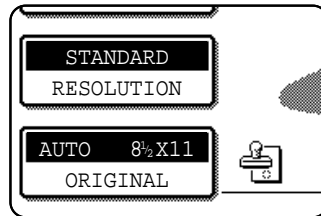
The STAMP key is only displayed if the verification stamp unit has been installed. When touched, the key is highlighted.

4 Touch the OK key.



You will return to the initial screen.

5 Make sure that the verification stamp icon appears to the right of the ORIGINAL key.



When this icon appears, the edge of each original will be stamped as it is scanned. If you have selected two-sided scanning, the verification stamp icon will appear to the right of the two-sided scanning icon.

6 Begin scanning.

The verification stamp function automatically turns off when all originals have been scanned. Note that the function will also automatically turn off if you take no action for one minute after turning on the function.

NOTES

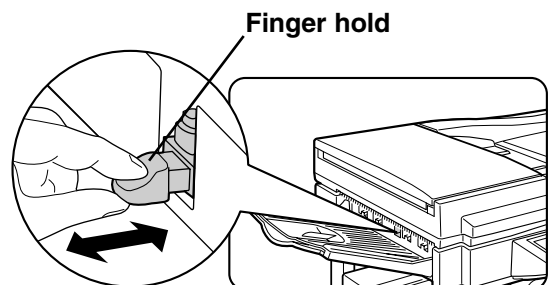
- If an error occurs during scanning, scanning is canceled and the original is ejected. In this case, the original may be stamped without having been scanned.
- You can use the key operator program to permanently turn on the verification stamp function. (Refer to page 26.)

Replacing the verification stamp cartridge

The optional verification stamp unit contains a consumable verification stamp cartridge (ink cartridge). This cartridge (AR-SV1) must be replaced when the mark stamped on each original becomes faint. Follow the steps below to replace the cartridge.

1 Remove the stamp cover, and then grasp the finger hold on the ink cartridge and pull the cartridge out of the unit.

2 Insert the new cartridge into the unit. Replace the stamp cover.



SCANNING SETTINGS (ORIGINAL SIZE, RESOLUTION, AND EXPOSURE)

When sending an image, you can adjust the original size, resolution, and exposure settings as needed.

MANUALLY SETTING THE SCANNING SIZE

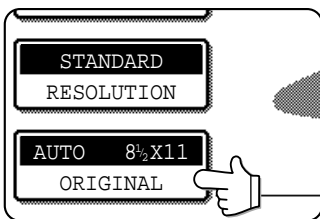
If you load an original that is not a standard size (such as an AB size), or if you wish to change the scanning size, touch the ORIGINAL key and set the original size manually. Perform the following steps after loading the document in the automatic document feeder or on the document glass.

NOTE

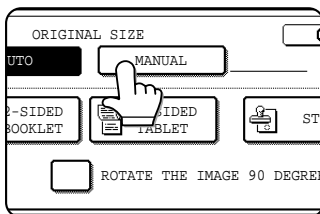
Standard sizes that can be detected are as follows:

5-1/2"x8-1/2", 8-1/2"x11", 8-1/2"x11"R, 8-1/2"x14", 11"x17". If a non-standard size original is loaded (including special sizes), the closest standard size may be displayed, or the original size may not appear at all.

1 Touch the ORIGINAL key.



2 Touch the MANUAL key.

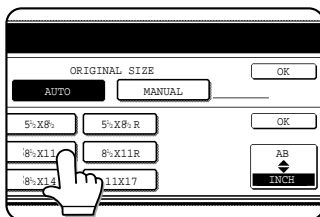


The sizes that can be selected are displayed.

NOTE

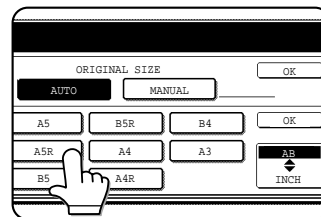
If you wish to rotate the original 90° when creating an image file, click the "Load the original so that the image is oriented horizontally" checkbox (a checkmark should appear in the box).

3 Touch the desired original size key.



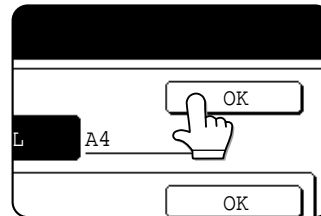
AUTO is no longer highlighted. MANUAL and the original size key you touched are highlighted.

If you wish to select an AB size, touch the AB↕INCH key and then touch the desired original size key.



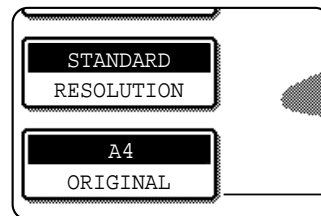
AB is highlighted and AB size keys are displayed. To return to the inch palette, touch the AB↕INCH key once again.

4 Touch the outer OK key.



You will return to the initial screen. (Pressing the inner OK key in the step above returns you to step 2.)

5 The selected size appears in the top half of the ORIGINAL key.



NOTE

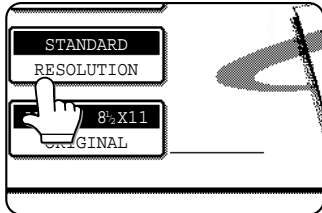
You can return to automatic detection by pressing the CA key.

SELECTING THE RESOLUTION

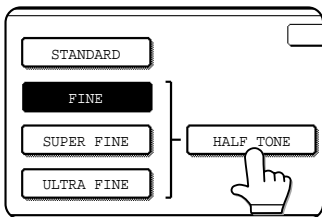
After loading the original, you can adjust the resolution as needed for the type of original and the size of the letters on it. After loading the original in scanner mode, adjust the settings as explained below. The initial resolution setting is STANDARD.

Change the resolution.

1 Touch the RESOLUTION key.

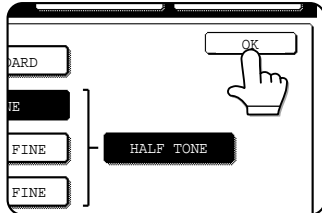


2 Touch the desired resolution key.



The selected key is highlighted. If you selected FINE, SUPER FINE, or ULTRA FINE, you can also touch the HALF TONE key to select halftone.

3 Touch the OK key.



You will return to the initial screen.

Resolution settings

Standard	Touch this key if your original consists of normal-sized characters (like those in this manual).
Fine	Touch this key if your original has small characters or diagrams. The original will be scanned at twice the resolution of the Standard setting.
Super fine	Touch this key if your original has intricate pictures or diagrams. A higher-quality image will be produced than with the Fine setting.
Ultra fine	Touch this key if your original has intricate pictures or diagrams. This setting gives the best image quality. However, transmission will take longer than with the other settings.
Half tone	Touch this key if your original is a photograph or has gradations of color (such as a color original). This setting will produce a clearer image than Fine, Super fine, or Ultra fine used alone. Half tone cannot be selected if Standard has been selected.

NOTES

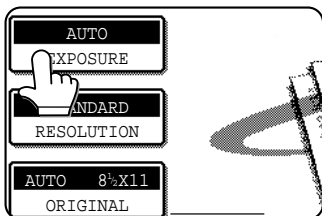
- The initial factory resolution setting is Standard. If desired, you can change the initial setting to a different setting using the key operator program. (Refer to page 26.)
- When using the automatic document feeder, the resolution setting cannot be changed once scanning has begun.

SELECTING THE EXPOSURE

After loading the original, you can adjust the contrast as needed for the darkness and type of the original. After loading the original in scanner mode, adjust the settings as explained below. The initial exposure setting is AUTO.

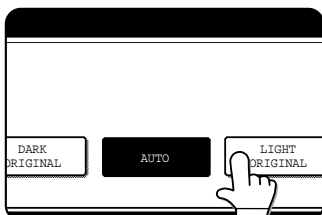
Change the exposure.

1 Touch the EXPOSURE key.



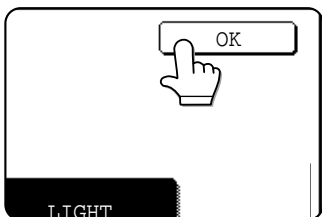
If the Fax Expansion Kit (AR-FX5) has been installed, the SPECIAL MODES key will appear in place of the EXPOSURE key. In this case, press the SPECIAL MODES key and then press the EXPOSURE key.

2 Touch the desired exposure key.



The selected key is highlighted.

3 Touch the OK key.



You will return to the initial screen.

Exposure settings

Dark Original	Select this setting if your original consists mostly of dark characters.
Auto	This setting automatically adjusts the exposure for light and dark parts of the original.
Light Original	Select this setting if your original consists mostly of faint characters.

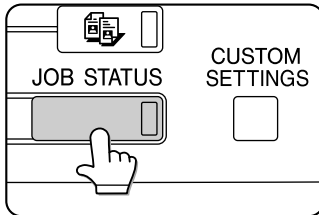
NOTE

When using the document glass to scan pages an original, the exposure setting can be changed each time you change pages. When using the automatic document feeder, the exposure setting cannot be changed once scanning has begun.

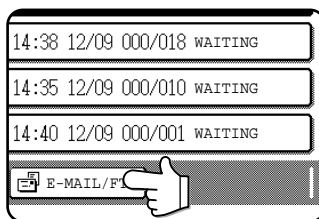
PRIORITY TRANSMISSION OF A STORED JOB

If you have an urgent transmission job and multiple transmission jobs have already been stored, you can give priority to the urgent job so that it will be transmitted immediately after the job currently being executed. This is done from the job status screen. For details on using the job status screen, refer to page 1-14 of "Operation manual (for printer operation and general information)".

1 Press the **JOB STATUS** key.



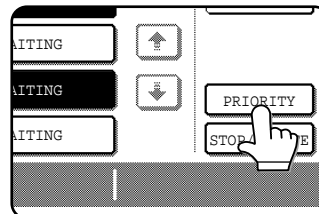
2 Touch the **E-MAIL/FTP** key.



3 Touch the job key of the transmission job to which you wish to give priority.

The touched key is highlighted.

4 Touch the **PRIORITY** key.



The selected job moves up to the next position after the job currently being executed.

When the current job is completed, execution begins of the job selected in step 3.

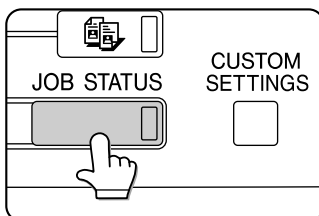
NOTE

If the job currently being executed is a broadcast transmission, the priority job will be executed after the call to the current destination is completed. When the priority job is completed, the remaining broadcast destinations are called. However, if the priority job is also a broadcast transmission, the job is begun after the current broadcast job is completed.

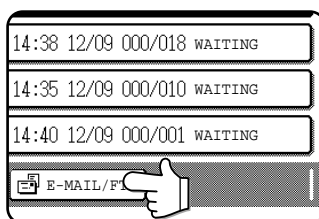
CANCELING AN E-MAIL/FTP TRANSMISSION

You can cancel a transmission job that is in progress or that has been stored. Cancellation is done from the e-mail/FTP job status screen.

1 Press the **JOB STATUS** key.



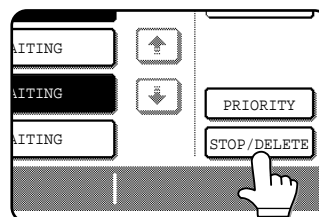
2 Touch the **E-MAIL/FTP** key.



3 Touch the job key of the transmission job you wish to cancel.

The touched key is highlighted.

4 Touch the **STOP/DELETE** key.



A message appears to confirm the cancellation. Touch the YES key to delete the selected job key and cancel the transmission.

NOTE

If you do not wish to cancel the transmission, touch the NO key.

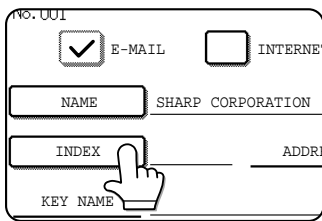
STORING ONE-TOUCH KEYS (only addresses for Scan to E-mail and Internet-Fax)

The touch panel of the machine can also be used to store destinations for Scan to E-mail and Internet-Fax. (Scan to FTP destinations must be stored using the Web page, and Scan to Desktop destinations must be stored using Network Scanner Tool (page 4).)

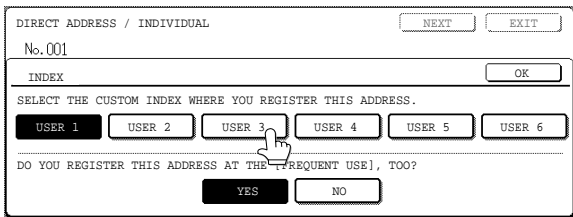
- 1** Press the **CUSTOM SETTINGS** key.



10 Touch the INDEX key.



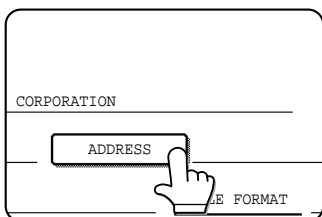
11 Touch an index key.



Select one of the upper row of keys (USER 1 through USER 6) to determine the location of the one-touch key when the GROUP index is displayed instead of the ABC index (refer to page 7). The lower keys are for selecting whether to include the one-touch key in the FREQUENT USE index. If you touch the wrong key, simply touch the correct key.

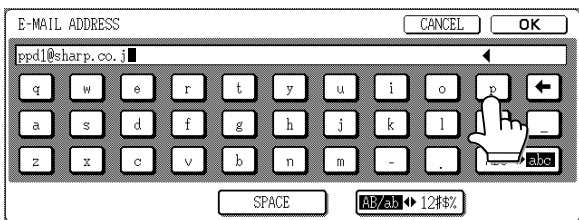
12 Touch the OK key.

13 Touch the ADDRESS key.



The E-mail address entry screen appears.

14 Enter the e-mail address of the destination.



Up to 64 characters can be entered. If you make a mistake, touch the [←] key to move the cursor (n) back one space and then enter the correct character.

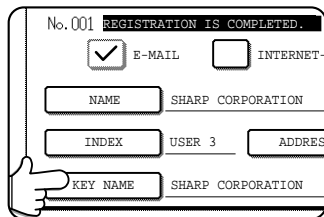
15 Touch the OK key.

You will return to the one-touch key programming screen. REGISTRATION IS COMPLETED will appear highlighted to the right of "No.".

NOTE
The "ADDRESS" line only shows 32 digits, regardless of how many were digits were actually programmed.

16 Check the key name.

The characters appearing next to the NAME key will be displayed in the key. Only the first 18 characters of the name entered in step 6 will be displayed. If you need to change the name that will be displayed in the key, touch the KEY NAME key.

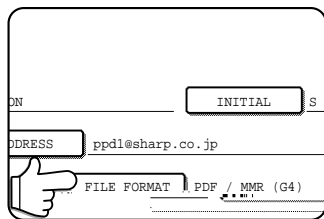


If you do not wish to change the name, this step is not necessary.

17 Check the file format and the compression mode.

For a Scan to E-mail destination

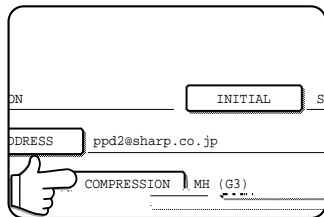
Initial settings are File type: PDF, Compression mode: MMR (G4). If you need to change these settings, touch the FILE FORMAT key. File type selections are PDF, TIFF, and TIFF-F; and compression mode selections are NONE, MH (G3), MMR (G4).



If you do not need to change the settings, this step is not necessary. When you have completed the settings, press the OK key.

For an Internet-Fax destination

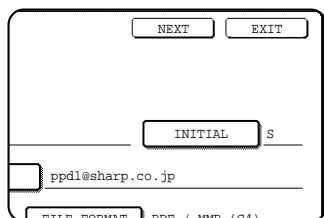
The initial setting is Compression mode: MH (G3). If you need to change the setting, press the COMPRESSION key. Selections are MH (G3) and MMR (G4).



If you do not need to change the settings, this step is not necessary. When you have completed the settings, press the OK key.

NOTE
The file format for Internet-Fax is automatically set to TIFF-F.

18 When you have finished programming the one-touch key, touch the EXIT key. If you wish to program another one-touch key, touch the NEXT key.



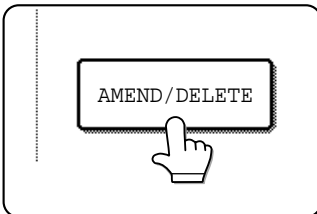
Pressing the EXIT key returns you to the screen of step 4 on the previous page.

EDITING AND DELETING ONE-TOUCH KEYS

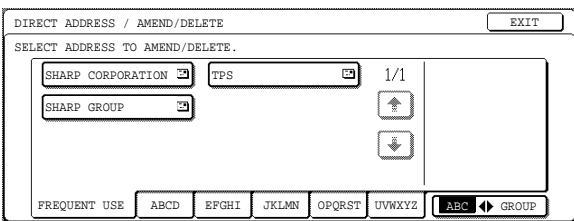
If you wish to delete a one-touch key or change the E-mail address, name, or other information programmed in a one-touch key, perform the following procedure.

- 1 Press the **CUSTOM SETTINGS** key, touch the **ADDRESS CONTROL** key, and then touch the **DIRECT ADDRESS** key (refer to steps 1 to 3 on page 17).

- 2 Touch the **AMEND/DELETE** key.



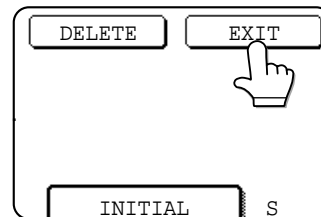
- 3 Touch the one-touch key you wish to edit or delete.



- To edit a one-touch key, follow steps 4 and 5.
- To delete a one-touch key, follow steps 6 and 7.
- When you have finished editing or deleting, touch the **EXIT** key.

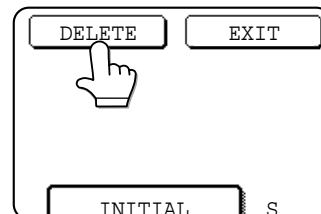
- 4 Touch the key corresponding to the information you wish to change (change the information in the same way as you stored the information on pages 17 to 18).

- 5 Make sure that your changes are correct, and then touch the **EXIT** key.

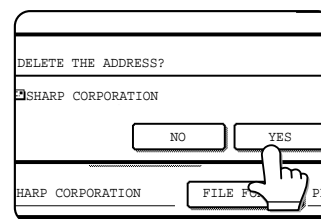


If you wish to change another one-touch key, repeat steps 3 through 5

- 6 Touch the **DELETE** key.



- 7 Touch the **YES** key.



If you wish to delete another one-touch key, repeat steps 3, 6, and 7.

NOTES

● If you cannot edit or delete a one-touch key

If you attempt to edit or delete a one-touch key in the following situations, a warning message will appear and editing/deletion will not be possible.

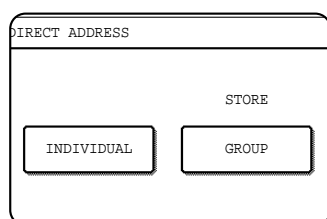
- The one-touch key you wish to edit or delete is currently being used for transmission or is used in a currently stored transmission job.
- The one-touch key is included in a group key.

If the key is being used for a current transmission or currently stored transmission, cancel the transmission or wait until it is completed and then change or delete the key. If the key is included in one of the above groups, delete the key from the group and then change or delete the key.

- Destinations for Scan to FTP and Scan to Desktop that are stored in one-touch keys cannot be edited or cleared from the touch panel of the machine. Use the Web page to edit or clear these destinations. (Page 2)

1 Press the **CUSTOM SETTINGS** key, touch the **ADDRESS CONTROL** key, and then touch the **DIRECT ADDRESS** key (refer to steps 1 to 3 on page 17).

2 Touch the **GROUP** key.

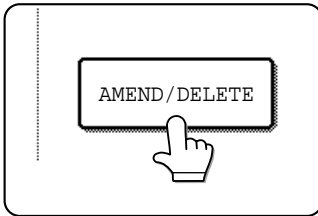


EDITING AND DELETING GROUP KEYS

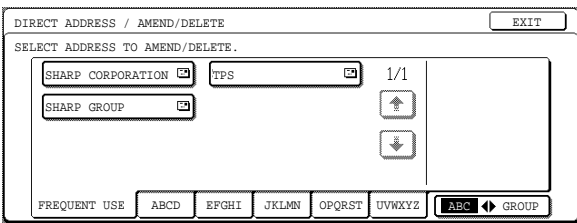
If you need to delete group key or change its name or one of its stored destinations, perform the following procedure.

1 Press the **CUSTOM SETTINGS** key, touch the **ADDRESS CONTROL** key, and then touch the **DIRECT ADDRESS** key (refer to steps 1 to 3 on page 17).

2 Touch the **AMEND/DELETE** key.

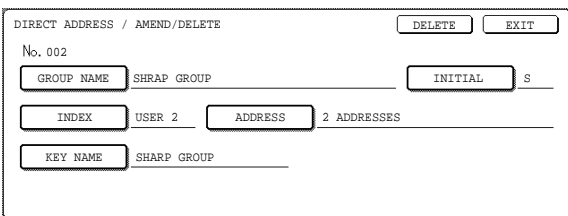


3 Touch the group key you wish to edit or delete.

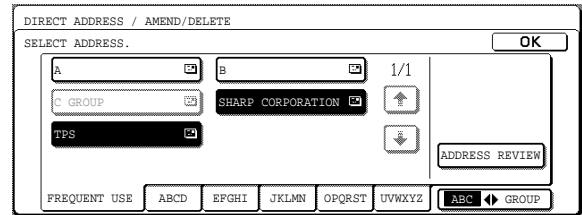


- To edit a group key, follow steps 4 and 5.
- To delete a group key, follow steps 6 and 7.
- When you have finished editing or deleting, touch the **EXIT** key.

4 Touch the key of the item you wish to change (to edit the item, follow the same steps as for one-touch keys on page 17).

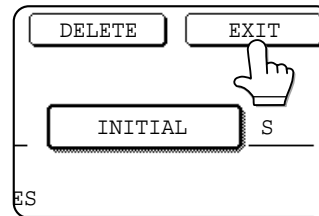


To edit a destination stored in a group key, touch the **ADDRESS** key. The following screen appears.



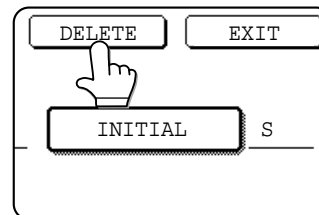
The one-touch keys stored in the group are highlighted. To add another one-touch key to the group, touch the key to highlight it. To delete a one-touch key from the group, touch the key so that it is no longer highlighted.

5 Make sure the edited information is correct, and then touch the **EXIT** key.

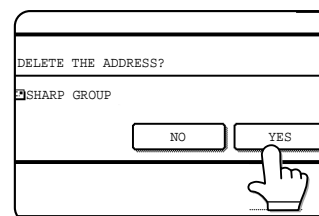


If you wish to change another group key, repeat steps 3 through 5.

6 Touch the **DELETE** key.



7 Touch the **YES** key.



If you wish to delete another group key, repeat steps 3, 6, and 7.

NOTE

If you cannot edit or delete a group key

If you attempt to edit or delete a group key in the following situations, a warning message will appear and editing/deletion will not be possible.

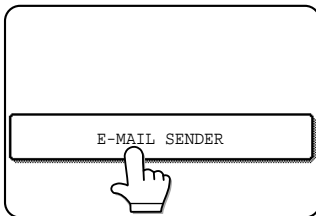
- The one-touch key you wish to change or delete is currently being used for transmission or is used in a currently stored transmission.

STORING SENDER INFORMATION

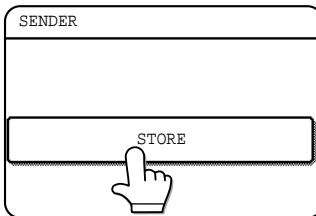
Use this procedure to store the sender information (sender name and e-mail address) that is displayed when the recipient receives your e-mail. Information for up to 20 different senders can be stored. Select a sender from the stored senders using the touch panel of the digital copying machine when you send an image (page 8). The selected sender appears in the sender column of the recipient's e-mail software program. If you prefer to store sender information from the Web page, refer to page 5.

1 Press the **CUSTOM SETTINGS** key, and then touch the **ADDRESS CONTROL** key (refer to steps 1 and 2 on page 17).

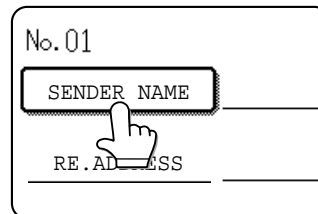
2 Touch the **E-MAIL SENDER** key.



3 Touch the **STORE** key.

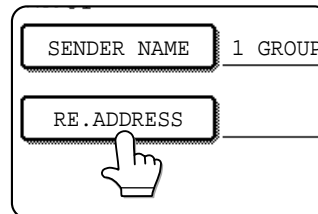


4 Touch the **SENDER NAME** key.



The "No." that automatically appears is the lowest number from 01 to 20 that has not yet been programmed. When **SENDER NAME** is touched, the letter-entry screen appears. Enter up to 20 characters for the name.

5 Touch the **RE.ADDRESS** key.



The display changes to the address entry screen when you touch the **RE.ADDRESS** key. Up to 64 characters can be entered for the sender's e-mail address. When finished, press the **OK** key to return to the original screen.

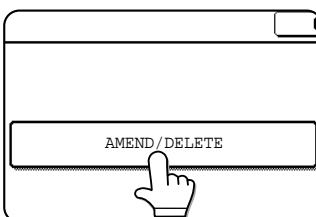
6 If you have finished storing senders, touch the **EXIT** key. If you wish to store another sender, touch the **NEXT** key.

EDITING AND DELETING SENDER INFORMATION

Use this procedure when you need to edit sender information or clear a sender.

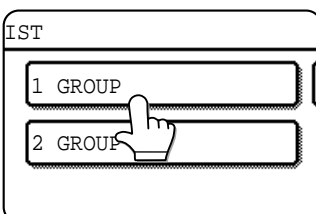
1 Perform steps 1 and 2 of "STORING SENDER INFORMATION".

2 Touch the **AMEND/DELETE** key.



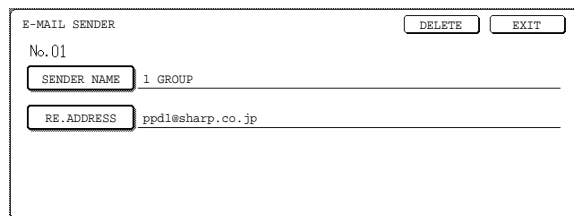
The stored senders appear.

3 Touch the one-touch key of the sender that you wish to edit or clear.



The edit/clear screen of the touched sender appears.

4 Edit or clear the sender.



Edit sender information in the same way that you stored it. When finished, touch the **EXIT** key to return to the screen of step 3.

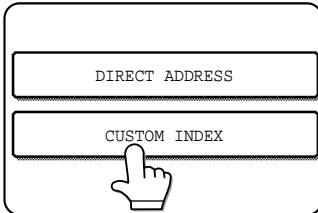
To clear the sender, touch the **DELETE** key. A message appears asking you to confirm your selection. Touch the **YES** key to clear the sender and return to the screen of step 3.

STORING A GROUP INDEX

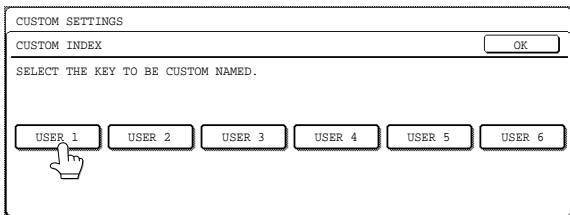
You can assign any name up to 6 characters long to each of the USER indexes (USER 1 to USER 6). To perform this procedure from the Web page, refer to page 5.

1 Press the **CUSTOM SETTINGS** key, and then touch the **ADDRESS CONTROL** key (refer to steps 1 and 2 on page 17).

2 Touch the **CUSTOM INDEX** key.




3 Touch an index key (**USER 1** to **USER 6**). You can enter a name for the selected index.



When touched, the letter entry screen appears.

4 Enter a maximum of 6 characters for the index name.

Use the  key to clear the displayed name and then enter the desired name.

When finished, touch the OK key. The new name appears in the screen of step 3.

5 If you wish to program another index name, repeat steps 3 and 4.

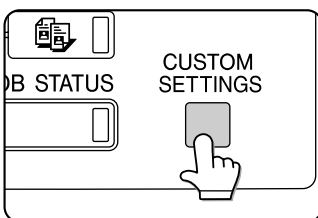
When finished, touch the OK key.

To change a user index name, re-enter the name as explained in step 4.

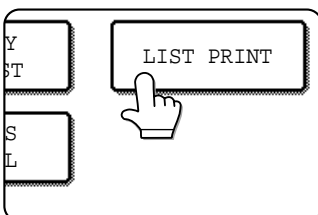
PRINTING PROGRAMMED INFORMATION

You can print out lists of the one-touch keys and group keys that have been stored in the machine.

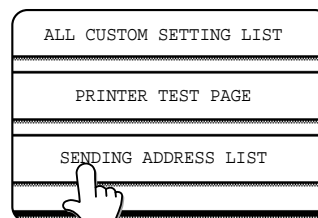
1 Press the **CUSTOM SETTINGS** key.



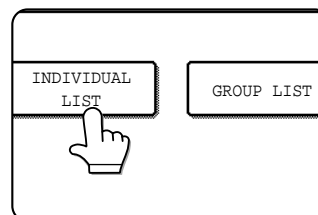
2 Touch the **LIST PRINT** key.



3 Touch the **SENDING ADDRESS LIST** key.



4 Touch the key of the list you wish to print.



PROCESSING PRINT DATA appears in the message display and printing begins.

To cancel printing, touch the CANCEL key.

NOTES

- The list is printed before other print jobs waiting to be printed.
- If you attempt to print a list when no data exists, a warning message will appear.

TROUBLESHOOTING

IF YOUR E-MAIL IS RETURNED

If a Scan to E-mail or Internet-Fax is not successfully transmitted, an e-mail informing you of this fact is sent to the sender selected at the time of transmission. If this happens, read the e-mail and determine the cause of the error, and then repeat the transmission.

IF A TRANSMISSION ERROR OCCURS

If a transmission error occurs when you send a scanned image, a message informing you of the error and an error code will appear in the touch panel on the machine.

■ Error Code Table

Error Code	Description of the Error
CE-01	The optional network interface card (Print Server Card) is not installed or is out of order.
CE-02	Cannot find the specified mail server or FTP server.
CE-03	The server was down during the scanning of the original.
CE-04	An invalid account name or password for the FTP server has been entered.
CE-05	An invalid directory of the FTP server has been entered.
CE-00	An error other than the above has occurred.

KEY OPERATOR PROGRAMS

This section explains the key operator programs that are related to the network scanner feature of the machine. For key operator programs that are related to the printer and copy functions of the machine, refer to KEY OPERATOR'S GUIDE and "Operation manual (for copier)".

NOTE

You may not be able to use all of the programs in the key operator program list. Programs that you can use will depend on what peripheral devices are installed on the machine.

KEY OPERATOR PROGRAM LIST

Program name	Page
Image send settings	
Operation settings	
Default display setting	26
The number of direct address keys displayed setting	26
Must input next address key at broadcast setting	26
Initial resolution setting	26
Default verification stamp	26
Scan to E-mail initial status settings	
Default sender set	27
Initial file format setting	27
Compression mode at broadcasting	27

USING THE KEY OPERATOR PROGRAMS

To use a key operator program, follow the procedure on page 6 of KEY OPERATOR'S GUIDE. (Please carefully read "Supplementary explanation of key operation for key operator programs " on the same page.) For explanations of each setting, refer to the following pages.

SETTING PROGRAMS

The setting programs for the network scanner feature of the machine are explained here. Explanations of the setting programs used for the copy feature, setting programs used for the facsimile feature, and setting programs that are related to the printer feature can be found in the copy, facsimile, and printer manuals.

Operation settings

The following operation settings are available:

- Default display setting
- The number of direct address keys displayed setting
- Must input next address key at broadcast setting
- Initial resolution setting
- Default verification stamp

Default display setting

You can select the initial display that appears when you press the IMAGE SEND key to change to scanner mode or when you press the CA key in scanner mode. Normally the initial display is set to the condition setting screen (page 6).

The following three selections are available:

- Condition setting screen
- Address directory (ABC)
- Address directory (Group)

When an address directory (ABC or Group) is selected, the selected index of that address directory (page 7) is set as the initial screen.

The number of direct address keys displayed setting

The number of one-touch keys displayed in each address directory screen can be changed from 8 (the normal setting) to 6 or 12.

Touch 6, 8, or 12 to select the desired number.

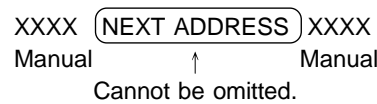
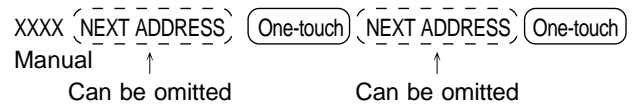
NOTE

For the key name that appears in each one-touch key, a maximum of 18 characters can appear when the number of one-touch keys displayed is set to 6 or 8. A maximum of 10 characters can appear when the number of one-touch keys displayed is set to 12.

Must input next address key at broadcast setting

You can select whether the NEXT ADDRESS key must be pressed before entering the next destination when performing a broadcast transmission (only for Scan to E-mail). Usually this is set so that the NEXT ADDRESS key can be omitted.

Example: Normal setting (factory setting)



If the box is checked, it will no longer be possible to omit the NEXT ADDRESS key as shown in the above example. Even if the next destination to be entered is a one-touch key, the NEXT ADDRESS key must be touched before the one-touch key can be entered.

If you attempt to enter a subsequent destination without touching the NEXT ADDRESS key, the destination will not be entered.

Initial resolution setting

This setting is used to change the default resolution setting for scanner mode from STANDARD to FINE, SUPER FINE, or ULTRA FINE. HALF TONE can also be selected for the latter three resolution settings. STANDARD is normally selected for the initial resolution setting. If you wish to select HALF TONE for the selected resolution setting, touch the HALF TONE key to highlight it.

NOTES

- HALF TONE cannot be selected for STANDARD resolution.
- For more information on each of the resolution settings, refer to page 14.

Default verification stamp

(Can only be selected if the optional verification stamp unit is installed.)

Select this setting if you wish to always have a verification mark stamped on originals that are scanned using the scanner unit. Normally this setting is not selected.

To select this setting, check the box.

Scan to E-mail initial status settings

The Scan to E-mail initial status settings let you adjust certain default settings for Scan to E-mail.

The Scan to E-mail initial status settings are as follows:

- Default sender set
- Initial file format setting
- Compression mode at broadcasting

Default sender set

If you do not select a sender when performing a Scan to E-mail operation, the sender information stored with this setting is automatically used. You can check the stored sender information by printing the SENDER list.

1 Touch the SENDER NAME key and then enter the sender name.

The sender name entry screen appears.
Up to 20 characters can be entered.

2 Touch the OK key.

3 Touch the RE.ADDRESS key and then enter the return address.

Up to 64 characters can be entered.

4 Touch the OK key.

The entered return address appears. Check the address to make sure it is correct

Initial file format setting

You can change the default file format (file type and compression mode) used when the e-mail address is entered manually for a Scan to E-mail transmission.

Normally the file type is set to PDF and the compression mode is set to MMR (G4).

Compression mode at broadcasting

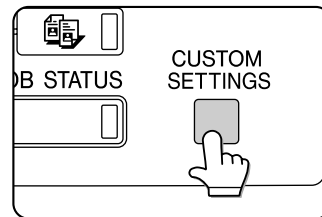
This setting selects the compression mode for broadcasting using Scan to E-mail. The compression mode set here is used for all destinations regardless of their individual compression mode settings.

The usual setting is MH (G3).

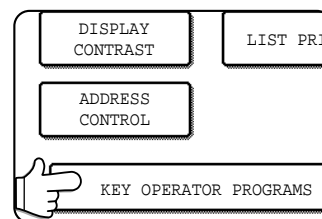
PRINTING OUT SETTINGS

Settings established with the key operator programs can be verified by printing them out.

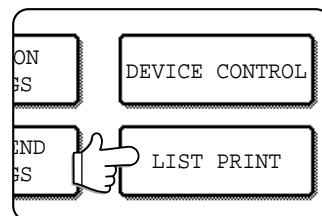
1 Press the CUSTOM SETTINGS key.



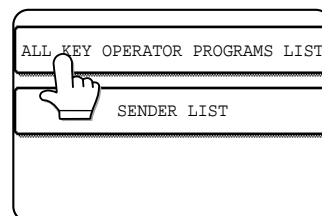
2 Touch the KEY OPERATOR PROGRAMS key.



3 Touch the LIST PRINT key.



4 Touch the ALL KEY OPERATOR PROGRAMS LIST key.



PROCESSING PRINT DATA appears in the message screen and printing begins. To cancel printing, touch the CANCEL key.

NOTES

- The list is printed before other jobs waiting to be printed.
- In the screen of Step 4, you can touch the SENDER LIST key to print the Sender List. This list lets you check the stored senders.

SPECIFICATIONS

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, refer to page 6-2 of "Operation manual (for printer operation and general information)".

Maximum original size	11"x17"
Two-sided originals	Possible
Optical resolution	600dpi
Output modes	1bit/pixel
Halftone processing	Error dispersion (200/300/400/600dpi)
File format*1	File type: PDF/TIFF/TIFF-F Compression mode: NONE/MH (G3)/MMR (G4)
Scan destinations	Scan to FTP Scan to Desktop Scan to E-mail, Internet-Fax
Management system	Uses built-in Web server
Web browser	Internet Explorer 4.0 or later, Netscape Navigator 4.0 or later
Network protocol	TCP/IP, UDP/IP
LAN connectivity	10Base-T/100Base-TX
Supported mail system	Mail servers supporting SMTP
Number of destinations	500 maximum*2
Number of senders	20 maximum

Output resolution

Destination type Resolution	E-mail/FTP	Broadcast transmission (E-mail/Internet-Fax)	Broadcast transmission (Fax/E-mail/Internet-Fax)
STANDARD	200x200dpi	200x100dpi	203.2x97.8dpi (8x3.85line/mm)
FINE	300x300dpi	200x200dpi	203.2x195.6dpi (8x7.7line/mm)
SUPER FINE	400x400dpi	200x400dpi	203.2x391dpi (8x15.4line/mm)
ULTRA FINE	600x600dpi	400x400dpi	406.4x391dpi (16x15.4line/mm)

*1 The file format for Internet-Fax is automatically set to TIFF-F. Compression mode selections are MH (G3) and MMR (G4).

*2 A total of 500 destinations can be stored, including E-mail, FTP, Desktop, Internet-Fax, and Group destinations. Among these, a combined total of 100 Scan to FTP and Desktop destinations can be stored.

Some discrepancies may exist in the illustrations and content due to improvements to the machine.

SHARP

SHARP ELECTRONICS CORPORATION

Sharp Plaza, Mahwah, New Jersey 07430-2135.

SHARP CORPORATION

PRINTED IN CHINA

2001D KS1

TINSE2119FCZZ

350LP,450LP,350M,450M,3500,
3501,3551,4500,4501,4551